The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 12th day of November, 2026.

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

At the recommendation of the Development Services Department, the Board hereby resolves to issue a refund of $875.00 to Marcy Ellsworth; Case No. AD2026-0175. Supporting documentation from the Development Services Department is attached.

X Motion Carried Unanimously
_____ Motion Carried/Split Vote Below
_____ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
Commissioner Leslie Van Beek	✓		
Commissioner Brad Holton			
Commissioner Zach Brooks	X		

Attest: JESS URRESTI, CLERK

D. Hoff
Deputy Clerk

Date: 11/12/26

Resolution No. 26-202

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT
111 North 11th Avenue Ste. 310 • Caldwell, Idaho • 83605 • (208) 402-4162

INTERDEPARTMENT MEMORANDUM

FOR YOUR: ☐Review ☒Action ☐Information

DATE: October 30, 2026

TO: Board of County Commissioners

FROM: Jennifer Almeida, Office Manager

SUBJECT: Refund request – Marcy Ellsworth – AD2026-0175

DIRECTOR SIGNATURE: _____

Background:
The applicant applied for a non-viable administrative land division on 9/11/2026 and paid fees totaling $875.00.

Work Completed:
Initial intake was completed, and the case was assigned to a planner. During review, the assigned planner found that additional information was needed to meet the criteria for a non-viable division. The applicant came to the office to discuss the application and options. As a result of that meeting, the applicant requested to withdraw the request.

The refund request occurred after 7 days of acceptance; however, due to a different application being required to achieve the desired outcome, staff is recommending a refund of fees paid.

Recommendation:
A refund of $ 875.00 is recommended.

Jennifer Almeida

From: Amber Lewter
Sent: Tuesday, October 20, 2026 3:24 PM
To: DSD Admin
Subject: FW: [External] Re: AD2026-0175

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

The applicant is withdrawing and requesting a refund of case AD2026-0175. While reviewing the application Staff found insufficient evidence for a non-viable land division. The applicants came in on a Planner walk-in day and were provided an alternative route.

Sincerely,

Amber Lewter
Associate Planner
Canyon County Development Services Department
111 N. 11th Ave. Suite 310, Caldwell, ID 83605

Office: (208) 402-4164 - Direct: (208) 454-6631 - Website: canyoncounty.id.gov

PUBLIC RECORD NOTICE: All communications transmitted within the Canyon County email system may be a public record and may be subject to disclosure under the Idaho Public Records Act and as such may be copied and reproduced by members of the public.

From: Marcy Ellsworth <marellsrun@gmail.com>
Sent: Tuesday, October 20, 2026 3:17 PM
To: Amber Lewter <Amber.Lewter@canyoncounty.id.gov>
Subject: Re: [External] Re: AD2026-0175

Hello,
This email is to inform that we would like to withdraw our application. Based on helpful information, we realized we need to go in a different direction of what type of application we should submit. We would like a refund for what we paid for this application because it is in the early stages of the process.
Thanks for your time and attention to helping us.
Trevor and Marcy Ellsworth
On Tuesday, October 13, 2026 at 04:27:01 PM MDT, Marcy Ellsworth <marellsrun@gmail.com> wrote:

Great. We will come in Thursday. What time is your lunch hour, so we don't miss meeting with you?
Marcy Ellsworth

On Oct 13, 2026, at 2:18 PM, Amber Lewter <Amber.Lewter@canyoncounty.id.gov> wrote:

Hello Marcy,

I will be the Planner of the Day this Thursday, October 15, 2026, and would be happy to meet with you and Trevor that day to discuss the application.

Sincerely,

<image001.png>

Amber Lewter
Associate Planner
Canyon County Development Services Department
111 N. 11th Ave. Suite 310, Caldwell, ID 83605
Office: (208) 402-4164 - Direct: (208) 454-6631 - Website: canyoncounty.id.gov

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From: Marcy Ellsworth <marellsrun@gmail.com>
Sent: Sunday, October 11, 2026 1:06 PM
To: Amber Lewter <Amber.Lewter@canyoncounty.id.gov>
Subject: [External] Re: AD2026-0175

Thanks for introducing yourself. We appreciate the email. Is there a time we could come in and discuss some things with you this week? If you could give us some days and times you are available. Thanks for your help with this.
Trevor and Marcy Ellsworth

> On Oct 6, 2026, at 4:39 PM, Amber Lewter <Amber.Lewter@canyoncounty.id.gov> wrote:
>
> Hello,
>
> I would like to introduce myself as the Planner assigned to your non-viable land division application (AD2026-0175).
>
> When reviewing the submitted site plan, it appears that the request is proposing to create three parcels.
>
> <image001.png>
>
> However, when reviewing the submitted survey, it appears that the request is proposing to create two parcels.
>
> <image003.png>
>
> Please clarify the proposed request and provide an updated site plan or survey, if necessary, so that the documents are consistent.

In addition, a non-viable land division determination is based on the criteria in CCCO §07-18-09. Please provide information and supporting documentation addressing how the proposed land division meets the following criteria:

1. Evidence demonstrating that the land, in whole or in part, is nonviable for agricultural use.
2. Evidence demonstrating that the result of the request will minimize potential negative impacts to adjacent agricultural uses.
3. Evidence demonstrating that the request is not the result of a deliberate action to withhold agricultural land from productive use strictly to qualify for a land division pursuant to this section. Such action shall disqualify the land from treatment under this section.

Please provide clarification and the requested information by October 20, 2026, so that Staff can continue its review of the application.

Sincerely,



Amber Lewter
Associate Planner
Canyon County Development Services Department
111 N. 11th Ave. Suite 310, Caldwell, ID 83605
Office: (208) 402-4164 - Direct: (208) 454-6631 - Website: canyoncounty.id.gov

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Canyon County Development Services
111 N. 11th Ave. Room 310, Caldwell, ID 83605
(208) 454-7458

Building Divsn Email buildinginfo@canyoncounty.id.go **Planning Divsn Email:** zoninginfo@canyoncounty.id.go

Receipt Number: 89341 Date: 11/3/2026

Date Created: 9/11/2026 **Receipt Type:** Normal Receipt **Status:** Active

Customer's Name: Marcelle Ellsworth

Comments: AD2026-0175

Site Address: 12698 FRED LN, Middleton ID 83644-0000 / Parcel Number: 20811010 0

COPY

CHARGES

Item Being Paid For:	Application Number:	Amount Paid:	Prevs Pymnts:	Unpaid Amnt:
Planning - Type B - Administrative Level Applications	AD2026-0175	$775.00	$0.00	$0.00
Planning - Notification - Administrative Level Cases	AD2026-0175	$100.00	$0.00	$0.00

Sub Total:	$875.00
Sales Tax:	$0.00
Total Charges:	$875.00

PAYMENTS

Type of Payment:	Check/Ref Number:	Amount:
Check	1736	$875.00

Total Payments:	$875.00

ADJUSTMENTS

Receipt Balance:	$0.00

Issued By: maqomez

Canyon County Development Services

Date: 11/3/2026

- 015

CASH SALES

ACCOUNT NAME	G/L #	TOTALS
Administrative Decisions other than splits	001-322203	$904.46
Subdivision Plat	001-341603	$584.75
Miscellaneous sales Other Non-Taxable	001-369121A	$10.79
	Total Cash Sales:	**$1,500.00**

CHECK SALES

ACCOUNT NAME	G/L #	TOTALS
Administrative Decisions - other than splits	001-322203	$1,650.00
Zoning Compliance	001-341608	$100.00
	Total Check Sales:	**$1,750.00**

CREDIT CARD SALES

ACCOUNT NAME	G/L #	TOTALS
Building Permits	001-322201	$6,305.00
Administrative Decisions - other than splits	001-322203 $875.00	$895.54
Plan Review Fees	001-322208	$828.80
Addressing	001-322213	$75.00
Subdivision Plat	001-341603	$2,125.25
Zoning Compliance	001-341608	$100.00
Miscellaneous sales - Other - Non-Taxable	001-369121A	$39.21
Fire District Impact Fee	620-354100	$1,481.00
	Total Credit Card Sales:	**$11,849.80**

Grand Total: **$15,099.80**

If there are any adjustments shown in the list below they have already been subtracted from the totals above.

Canyon County Development Services

- 015

Dep. Date: 11/3/2026
Receipts Of: 9/11/2026

Building Permits - 001-322201

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89342	Sawyer Rickman	$0.00	$0.00	$0.00	$6,155.00	$0.00	$6,155.00
89340	Dennis Richardson	$0.00	$0.00	$0.00	$150.00	$0.00	$150.00
	Building Permits Totals:	**$0.00**	**$0.00**	**$0.00**	**$6,305.00**	**$0.00**	**$6,305.00**

Administrative Decisions - other than splits - 001-322203

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89347	SW Development LLC	$0.00	$775.00	$775.00	$0.00	$0.00	$775.00
89345	Jon Stosich	$129.46	$0.00	$129.46	$470.54	$0.00	$600.00
89344	Jon Stosich	$775.00	$0.00	$775.00	$0.00	$0.00	$775.00
89343	Omar Martinez	$0.00	$0.00	$0.00	$425.00	$0.00	$425.00
89341	Marcelle Ellsworth	$0.00	$875.00	$875.00	$0.00	$0.00	$875.00
	Administrative Decisions - other than splits Totals:	**$904.46**	**$1,650.00**	**$2,554.46**	**$895.54**	**$0.00**	**$3,450.00**

Plan Review Fees - 001-322208

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89342	Sawyer Rickman	$0.00	$0.00	$0.00	$804.80	$0.00	$804.80
89340	Dennis Richardson	$0.00	$0.00	$0.00	$24.00	$0.00	$24.00
	Plan Review Fees Totals:	**$0.00**	**$0.00**	**$0.00**	**$828.80**	**$0.00**	**$828.80**

Addressing - 001-322213

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89342	Sawyer Rickman	$0.00	$0.00	$0.00	$75.00	$0.00	$75.00
	Addressing Totals:	**$0.00**	**$0.00**	**$0.00**	**$75.00**	**$0.00**	**$75.00**

Subdivision Plat - 001-341603

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89345	Jon Stosich	$584.75	$0.00	$584.75	$2,125.25	$0.00	$2,710.00
	Subdivision Plat Totals:	**$584.75**	**$0.00**	**$584.75**	**$2,125.25**	**$0.00**	**$2,710.00**

Zoning Compliance - 001-341608

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89346	Brad Schmidt for Parrs	$0.00	$0.00	$0.00	$100.00	$0.00	$100.00
89339	Brandon Parent	$0.00	$100.00	$100.00	$0.00	$0.00	$100.00
	Zoning Compliance Totals:	**$0.00**	**$100.00**	**$100.00**	**$100.00**	**$0.00**	**$200.00**

Miscellaneous sales - Other - Non-Taxable - 001-369121A

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89345	Jon Stosich	$10.79	$0.00	$10.79	$39.21	$0.00	$50.00
	Miscellaneous sales - Other - Non-Taxable Totals:	**$10.79**	**$0.00**	**$10.79**	**$39.21**	**$0.00**	**$50.00**

Fire District Impact Fee - 620-354100

Receipt #	Name	Cash	Check	Sub-Total	Credit Card	On Line	Total
89342	Sawyer Rickman	$0.00	$0.00	$0.00	$1,481.00	$0.00	$1,481.00
	Fire District Impact Fee Totals:	**$0.00**	**$0.00**	**$0.00**	**$1,481.00**	**$0.00**	**$1,481.00**

	Cash	Check	Sub-Total	Credit Card	On Line	Total
Grand Totals:	**$1,500.00**	**$1,750.00**	**$3,250.00**	**$11,849.80**	**$0.00**	**$15,099.80**

If there are any adjustments shown in the list below they have already been subtracted from the totals above.